



## Bayfield County Administrator

117 E 5<sup>th</sup> Street, PO Box 878, Washburn, WI 54891

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Mark Abeles-Allison, *County Administrator*

Kristine Kavajecz, *Assistant*

### **BAYFIELD COUNTY RFP for SECURITY & SPACE NEEDS STUDY DUE BY: January 11, 2017**

**Background:** Bayfield County is located in Northwest Wisconsin. County government offices are located in Washburn, the County Seat. The County has 21 department heads with a total of 155 full time employees. These departments provide traditional county services including Health and Human Services, Law Enforcement, Court, Child Support, Planning and Zoning, etc. Department sizes range from two (1) to thirty-five (35) staff. A complete listing and description is available on the county web site in the annual budget.

The County is requesting assistance identifying current and future Security and Space needs at the courthouse and annex buildings at the addresses below. These buildings are next to each other

- County Administration Building / Courthouse: 117 E Fifth Street, Washburn
- Annex/Sheriff Complex: 117 E Sixth Street, Washburn

Bayfield County seeks a qualified consulting firm to provide a security and space needs assessment for the County's current needs as well as the needs projected over the next 15 years.

**Consultant:** Consultant shall possess creativity and have experience with office space / architectural design, planning, facility security and county government operations.

**Overall Direction:** Analyze existing county property, buildings, offices and occupants and identify deficiencies or opportunities for addressing current and future needs as it relates to both security and space. The responder shall use quantitative and qualitative methodologies. The awarded firm will meet with staff and policy makers and prepare a report which provides direction for investment in the County's existing facilities. This will include possible physical renovations, procedural changes and training courses.

## **2.0 SCOPE OF SERVICE**

The awarded firm is expected to perform at least the following duties as part of their security and space needs analysis:

- Review all Exhibits as referenced in appendix which includes individual department feedback, links to county policies, procedures and practices. Some of these are online on the county administrator page under budget or personnel. Other documents will be provided to chosen consultant directly. Email [markaa@bayfieldcounty.org](mailto:markaa@bayfieldcounty.org) for access to these items.

- Meet individually at least once with each department head (21).
- Meet with the Courthouse Security Officer, John Gary.
- Develop a method to identify and analyze current security and space needs of Bayfield County projected over the next 15 years.
- Provide recommendations on how to address existing shortcomings and needs over the next five years including a training program for the next 24 months.
- If recommended, prepare conceptual space design for office remodel.

**Format:**

- Work shall take place over a sixty-day period commencing on or about February 1 and ending on or about April 6, 2017.

### **3.0 PROJECT DELIVERABLES**

The selected consultant shall provide a report detailing the analysis of the existing facilities, overall security and space needs. In preparation of the report, the consultant shall take into consideration the interdepartmental relationships. The report shall also include an executive summary highlighting key recommendations and costs. At a minimum the security and space needs study shall:

- Identifying areas that have security issues and providing a recommendation(s) for addressing the security concern(s). This should include recommendations on policy, trainings and security infrastructure needs.
- Providing a phased plan for above mentioned renovations, relocations, policy implementation and trainings.
- Providing high level cost estimates and conceptual designs for all recommended options.
- Providing option using technology to assist with the constraints or deficiencies.
- Comparing and contrasting viable options for space utilization and safety concerns.
- Making two presentations on the study. The first presentation will be to the County Executive Committee, the second presentation will be to the County Board.

### **4.0 PRICING**

We are seeking a not to exceed lump sum price for the project. There will be no reimbursable items, thus all expenses (i.e. travel, photocopying, etc) must be included in your lump sum proposal price. The County is requesting a single copy of your proposal thus may be submitted via email. Bayfield County can provide existing facility mapping and can share files for manipulation by consultant.

### **5.0 MINIMUM REQUIREMENT FOR PROPOSAL SUBMITTAL**

In order for a firm to be considered, it must have completed a space and security needs studies within the past three years. The studies must have been completed for similar sized

multi-division organizations.

## **6.0 SUPPORTING EXHIBITS**

Reference the following support exhibits – **these are available through the County Administrator**

- Courthouse Security Committee Agenda and Notes: Kay Cederberg
- Courthouse ADA evaluations
- Space Needs by Department, various concepts, ideas, concerns
- Personnel policy, security procedures, trainings history.
- Department Size (both square footage and employees)
- Site Maps
- Population Projections
- Other

## **7.0 DEADLINE FOR VENDOR QUESTIONS**

The deadline for vendor questions is end of day January 5, 2017. All questions shall be emailed to Mark Abeles-Allison at [markaa@bayfieldcounty.org](mailto:markaa@bayfieldcounty.org). All questions will be answered online ([www.Bayfieldcounty.org](http://www.Bayfieldcounty.org) under Bids & Proposals then this project) by end of day January 6, 2017.

## **8.0 SITE VISIT**

There is not a scheduled site tour. However, any firm wishing to tour the site(s) may contact Craig Parks, Maintenance Director, at 715 373-6184 or email Craig at [cparks@bayfieldcounty.org](mailto:cparks@bayfieldcounty.org) to arrange a visit. Mark may also be contacted, [markaa@bayfieldcounty.org](mailto:markaa@bayfieldcounty.org). Site visits will only be conducted through Tuesday, January 10, 2017.

## **9.0 SCHEDULE**

Provide with your proposal a realistic schedule of key events for completion of your study. For your schedule assume a contract signing date of January 17, 2017. Report completion must be by April 6, 2017.

## **10.0 CONSULTANT DISCLOSURE FORM**

List the person submitting the proposal.

## **11.0 INSURANCE AND INDEMNIFICATION**

A certificate of insurance will be required to the awarded consultant.

## **12.0 CONFIDENTIAL INFORMATION**

Any proposals submitted in conjunction with this request will become a public record after award and consequently, open for complete public inspection.

## **13.0 PROPOSAL SUBMITTAL**

Provide your original signed proposal and emailed PDF. The proposal must include the following –

- Cover Letter; including a listing of references and contact numbers.
- Tab 1: Statement of Qualifications – Indicate your particular abilities and qualifications related to this project, addressing both general capabilities and specific capabilities for the Scope of Service and Deliverables.
- Tab 2: Resume(s) of Key Individuals – provide the resume of key individuals who will be assigned to this project.

- Tab 3: Project Understanding / Approach – Explain your understanding of the scope of services and deliverables to be performed and the detailed process that you will use to complete this project.
- Tab 4: Similar Projects – Provide at least one preferably three similar projects undertaken. Include project description, date of project, client name, address, contact name with phone number and email.
- Tab 5: Schedule – Provide the schedule for completion.
- Tab 6: Insurance information.
- Tab 7: Subcontractors – Reference any subcontractors that will be used and their role.
- Tab 8: Addenda – Acknowledgement of any addenda issued.
- Tab 9: Completed Proposal and Pricing Form.

#### **14.0 CONTACT INFORMATION**

Mark Abeles-Allison  
 County Administrator  
 Bayfield County  
[markaa@bayfielcounty.org](mailto:markaa@bayfielcounty.org)  
 715 373-6181

Requests for additional information or clarifications must be made in writing no later than the date specified in the RFP.

The County will issue responses to inquiries and any other corrections or amendments it deems necessary in written addendum prior to the Proposal due date. Proposers should rely only on the representations, statements or explanations that are contained in this RFP and the written addendum to this RFP. Where there appears to be a conflict between the RFP and any addendum issued, the last addendum issued will prevail.

It is the Proposer's responsibility to assure receipt of all addenda. Bayfield County will post any addenda online at [www.Bayfieldcounty.org](http://www.Bayfieldcounty.org) under Bids & Proposals then this project. Upon posting, such addenda shall become part of the RFP and binding on Proposer(s).

#### **15.0 COUNTY RESERVATION**

Bayfield County openly solicits the best possible value on all of our "Requests for Proposals". Bayfield County reserves the right to accept or reject, any or all proposals, in whole or in part, as deemed in the best interest of the County.

- This proposal request does not commit Bayfield County to make an award or to pay any costs incurred in the preparation of a proposal in response to this request.
- The proposals will become part of Bayfield County's files without any obligation on Bayfield County's part.
- The proposer shall not offer any gratuities, favors, or anything of monetary value to any official or employee of Bayfield County for any purpose.
- Bayfield County reserves the right to request clarifications for any proposal.

#### **17.0 CLOSING DATE**

Proposals will be received up to 2:00 pm CT January 11, 2017. Proposals will be opened at this time.

#### **18.0 PROPOSAL SUBMITTAL**

Include original / PDF is allowed. Confirmation of receipt via email is the responsibility of consultant.

Send or deliver proposals to –  
Bayfield County Administrator  
PO 878

Washburn, WI 54891

Mark on the outside of your proposal “Security & Needs Study”.

Or email to: [markaa@bayfieldcounty.org](mailto:markaa@bayfieldcounty.org)

## **19.0 TAXES**

Bayfield County is exempt from Federal Excise Tax and Wisconsin Sales Tax.

## **20.0 METHOD OF PROCUREMENT**

The method for this procurement is competitive proposal. After submission of the written proposal, qualified proposers may be requested to make an oral presentation to a committee responsible for making final recommendations. The process allows for confidential negotiations and revisions.

## **21.0 VENUE**

This agreement will be governed and construed according to the laws of the State of Wisconsin. This agreement is performable in Bayfield County.

## **22.0 STATUS OF PROPOSAL**

Upon award, proposals will be considered public record and details will be posted online.

Information on status could be obtained from Bayfield County’s web site

[www.Bayfieldcounty.org](http://www.Bayfieldcounty.org)

## BAYFIELD COUNTY PROPOSAL & PRICING FORM

### Security & Space Needs Study

Proposals Due: January 11, 2017 ☐☐ 2:00 pm CT

**Send/Deliver Proposals To:** Bayfield County Administrator

#### MANDATORY REQUIREMENT TO SUBMIT A PROPOSAL

Your firm has completed a minimum of one space and security needs studies within the past three years. The studies must have been completed for similar sized multi☐ division organizations.

Comply (check one) \_\_\_\_\_ YES \_\_\_\_\_ NO

Lump Sum Cost \$ \_\_\_\_\_

Written \_\_\_\_\_ Dollars and \_\_\_\_\_ Cents

Estimated Number of Staff Hours on Project \_\_\_\_\_

Estimated Staff Cost for Project \_\_\_\_\_

Estimated Travel/Incidental Cost on Project \_\_\_\_\_

**Include all information as requested in Section 13.0**

Firm Name:	
Authorized Signature:	
Print Name / Title:	
Date:	
Address:	
City/State/Zip:	
Phone/Fax:	
E-mail:	